

KANSAS CRIMINAL JUSTICE COORDINATING COUNCIL
OFFICE OF THE GOVERNOR
FEDERAL GRANTS PROGRAM
CAPITOL, 300 SW 10TH AVENUE, STE. 212S, TOPEKA, KS 66612-1590
FAX: (785) 291-3204

EQUIPMENT INVENTORY FORM
DUE WITHIN 30 DAYS OF PURCHASE DATE

All subgrantees are required to fill out this form if equipment is purchased with any grant funds administered by the Governor's Federal Grants Program. Any equipment purchase must have been approved as part of the grant award. The Governor's Federal Grants Program defines equipment as assets with a useful life of one year or more and a cost of \$500 or more. A copy should also be retained in the subgrantee's grant file.

Name of Subgrantee Organization: _____

Grant Project Number: _____

Name and Phone Number of Individual Completing Form: _____

Description of Equipment: _____

Serial (or other identification) Number: _____

Source of the Equipment: _____

Identification of Who Holds the Title: _____

Acquisition Date: _____

Location of Equipment: _____

New/Used (circle one) Equipment on Date of Purchase. If Used, Condition of Equipment: _____

Total Purchase Cost of Equipment: \$ _____

Cost Charged to Grant Project:	\$ _____	Grant Project Percentage of Total Cost:	_____ %
Federal Funds:	\$ _____	Federal Portion of Cost Charged to Grant Project:	_____ %
Non-Federal Match:	\$ _____	Non-Federal Match Portion of Cost Charged to Grant Project:	_____ %

EXAMPLE:

Total Purchase Cost of Equipment: \$1,500

Cost Charged to Grant Project:	\$1,000	Grant Project Percentage of Total Cost:	66%
Federal Funds:	\$750	Federal Portion of Cost Charged to Grant Project:	75%
Non-Federal Match:	\$250	Non-Federal Match Portion of Cost Charged to Grant Project:	25%

The subgrantee agrees that equipment purchased through this grant project will continue to be used for the purpose it was purchased for as long as needed, whether or not the grant project continues to be supported by this grant program. Further, the subgrantee assures that services provided which utilize the equipment purchased by this grant project will continue to be reported to the Governor's Federal Grants Program annually for as long as the equipment is used.

For Office of the Governor's Federal Grants Program Use

Rev. 7/03

Entered by: _____

Date: _____